EXPLORING OUR CULTURAL HERITAGE

MARAC
MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

FALL MEETING

OCTOBER 26–28, 2006

Westin Governor Morris
Morristown, New Jersey

Welcome!

We are pleased to invite you to join us for the Fall 2006 MARAC meeting in Morristown, New Jersey. While it is MARAC's seventh visit to the Garden State, historic Morristown offers a wealth of attractions to tempt you back.

A Revolutionary War site, Morristown is a Distinctive Destination, as designated by the National Trust for Historic Preservation. Our tours offer opportunities for you to see some of these exceptional places. You can choose to tour a colonial revival mansion and its surrounding gardens or a historic Arts and Crafts style home and farm. You can visit the Morris Museum, with its unique collection of mechanical musical instruments, or the Museum of Early Trades and Crafts, which houses fine examples of early tools. In addition, there will be walking tours of several Morristown neighborhoods.

Our reception will be held at the Library of Morristown and Morris Township. The artwork of Thomas Nast will be on display for our enjoyment. Nast is also the focus of one of the walking tours. In addition, our luncheon speaker, Jeffrey Eger, will include some of Nast's works, along with the works of other cartoonists, in his talk on the power of the political cartoon.

We hope our program, *Exploring Our Cultural Heritage*, will entice you as much as the local attractions. Our plenary speaker will be Paul Israel, who will talk about that famous New Jerseyan, Thomas Edison, and Edison's legacy, including both inventions and documentation.

Our 23 sessions are loosely organized around various themes. We offer a track on image, sound, and film collections. We have sessions on outreach and how patrons use our collections. Several sessions focus on archival skills, including preparing for grant programs and making collections available online.

Please come and join us for what is sure to be another exciting MARAC meeting in New Jersey!

Dale Patterson
Alan Delozier
Co-Chairs, Local Arrangements Committee

Cheryl Stadel-Bevans
Caryn Radick
Co-Chairs, Program Committee

Please bring a copy of this program with you, as it is the only one that you will receive!

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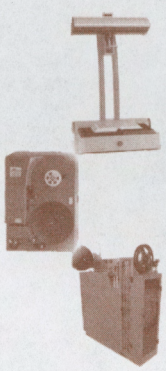

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Program Editor

Arian D. Ravanbakhsh, National Archives and Records Administration

SCHEDULE-AT-A-GLANCE

WEDNESDAY, October 25

3:00 pm – 8:00 pm ..... Registration

THURSDAY, October 26

7:30 am – 7:00 pm ..... Registration
9:00 am – 4:30 pm ..... W1 – Everyone Is Encoding but Me! Encoded Archival Description and Archival Descriptive Standards
9:00 am – 4:30 pm ..... W2 – Visual and Sound Materials: Acquisition, Preservation, and Access
9:00 am – 4:30 pm ..... SAA Workshop – Building Digital Collections
10:00 am – 12:00 pm ..... T1 – Historic Morristown
10:15 am – 10:30 am ..... Break
12:00 pm – 1:00 pm ..... Lunch Break (on your own)
12:30 pm – 4:00 pm ..... T2 – Gustav Stickley House at Craftsman Farms
12:30 pm – 4:00 pm ..... T3 – Ford Mansion/Washington's Headquarters, Jockey Hollow, and Tempe Wick House
1:00 pm – 4:30 pm ..... W3 – From Daguerreotype to Digital: Managing Your Photograph Collection
1:00 pm – 6:00 pm ..... Committee Meetings
2:30 pm – 6:00 pm ..... T4 – Morris Museum
2:45 pm – 3:00 pm ..... Break
7:00 pm – 10:00 pm ..... Steering Committee Meeting
9:00 pm – ..... Hospitality Suite

FRIDAY, October 27

7:00 am – 6:30 pm ..... Registration
8:00 am – 8:45 am ..... Continental Breakfast
8:00 am – 5:00 pm ..... Exhibitors
8:15 am – 9:00 am ..... State Caucus Meetings and New Member Orientation
9:15 am – 10:15 am ..... Plenary Session
10:15 am – 10:30 am ..... Break
10:30 am – 12:00 pm ..... S1–S5 – Concurrent Sessions
12:15 pm – 1:45 pm ..... Luncheon
2:00 pm – 3:30 pm ..... S6–S10 – Concurrent Sessions
3:30 pm – 3:45 pm ..... Break
3:45 pm – 5:15 pm ..... S11–S15 – Concurrent Sessions
5:30 pm – 7:00 pm ..... Reception
9:00 pm – ..... Hospitality Suite

SATURDAY, October 28

7:30 am – 12:00 pm ..... Registration
8:00 am – 9:30 am ..... Breakfast and Business Meeting
9:45 am –11:15 am ..... S16–S19 – Concurrent Sessions
11:30 am – 1:00 pm ..... T5 – The Frelinghuysen Arboretum
11:15 am – 11:30 am ..... Break
11:30 pm – 1:00 pm ..... S20–S23 – Concurrent Sessions
12:30 pm – 4:00 pm ..... T6 – Museum of Early Trades and Crafts

For conference information online:
http://www.lib.umd.edu/MARAC/conferences/2006/fall06/fall06.html

Conference Overview and Special Events

WEDNESDAY, OCTOBER 25

3:00 pm – 8:00 pm . . . . . Registration
Ballroom Pre-function

THURSDAY, OCTOBER 26

7:30 am – 7:00 pm . . . . . Registration
Ballroom Pre-function

9:00 am – 4:30 pm . . . . . Workshops
See page 7

10:00 am – 6:00 pm . . . . . Tours
See pages 5-6

1:00 pm – 6:00 pm . . . . . Committee Meetings

All committee chairs should contact their members before the meeting to provide meeting times and prepare agendas. A listing here does not necessarily mean that the committee will meet.

Arline Custer Award Committee
Development Committee
Education Committee
Finance Committee
Finding Aids Committee
Meetings Coordinating Committee
Membership Development Committee
Nominating Committee
Outreach Committee
Publications Committee
Program and Local Arrangements Committees for Spring 2007
Program and Local Arrangements Committees for Fall 2007

7:00 pm – 10:00 pm . . . . . Steering Committee Meeting

FRIDAY, OCTOBER 27

7:00 am – 6:30 pm . . . . . Registration
Ballroom Pre-function

8:00 am – 8:45 am . . . . . Continental Breakfast
Ballroom Pre-function

8:00 am – 5:00 pm . . . . . Exhibitors
State Ballroom

8:15 am – 9:00 am . . . . . State Caucus Meetings and New Member Orientation

9:15 am – 10:15 am . . . . . Plenary
Governor's Ballroom

What Do You Do With Five Million Pages? Editing the Edison Papers

Along with many inventions that enable archivists to capture the past, Thomas Edison left behind five million pages documenting his life and achievements. Paul Israel, Director and General Editor of the Edison Papers, will talk about Thomas Edison and his role in the history of technology. He will also discuss the Edison Papers Project, which has undertaken the task of making Edison's papers accessible to students of all ages.

10:30 am – 12:00 pm . . . . . **S1–S5** – Concurrent Sessions
See pages 8-9

12:15 pm – 1:45 pm . . . . . Luncheon
Governor's Ballroom

Dangerous Cartoons: Drawing Like That is Not Good for the Health

The most irreverent journalists are those who use a pencil sharpener, not a dictionary. Editorial, political, and social cartoonists who produce an unforgettable incendiary single image on the editorial page have unequalled power in the newspaper world. It has always been so. Jeffrey Eger, Editor of the Journal of the Thomas Nast Society, will discuss those cartoonists who ask for five seconds of your time. Their images always try to knock you out. Tighten your seat belts.

2:00 pm – 3:30 pm . . . . . **S6–S10** – Concurrent Sessions
See pages 9-10

3:45 pm – 5:15 pm . . . . . **S11–S15** – Concurrent Sessions
See pages 10-12

5:30 pm – 7:00 pm . . . . . Reception at the *Library of Morristown and Morris Township*

The Morristown and Morris Township Library is the site of our Friday night reception. The library is completing an $8 million addition, which includes a new gallery, reading room, and archives for the North Jersey History Center. The History Center has one of the finest collections of published and original works by Thomas Nast. Selected items from the Thomas Nast Collection will be on exhibit the night of the reception, and our luncheon speaker Jeffrey Eger will be on hand to tell us more about Nast's life and work.

We hope that everyone will take this opportunity to come to the Library, which is at the heart of beautiful and historic Morristown. The evening will feature light refreshments, along with entertainment. Within walking distance of the Library are several fine restaurants for those who are interested in extending their visit into the evening in historic Morristown.

SATURDAY, OCTOBER 28

7:30 am – 12:00 pm ..... Registration
Ballroom Pre-function

8:00 am – 9:30 am ..... Breakfast and Business Meeting
Governor's Ballroom

9:45 am – 11:15 am ..... S16–S19 – Concurrent Sessions
See pages 12-13

10:30 am – 2:00 pm ..... Tour
See page 6

11:30 am – 1:00 pm ..... S20–S23 – Concurrent Sessions
See page 13

12:30 pm – 4:00 pm ..... Tour
See page 6

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THURSDAY, OCTOBER 26

T1 Historic Morristown
Time: 10:00 am – 12:00 pm
Fee: $10.00
Registration maximum: 17
Getting there: On foot, meet in the hotel lobby at 10:00 am.
Guided walking tour.

Join us for this walking tour, which will visit the Morristown Green, the Presbyterian Church and graveyard, the Morris County courthouse, Vail Mansion and Historic Speedwell, and St. Peter's Episcopal Church and graveyard.

T2 Gustav Stickley House at Craftsman Farms
Box 5, 2352 Route 10 West, Morris Plains, NJ
Time: 12:30 pm – 4:00 pm
Fee: $20.00
Registration maximum: 20
Getting there: By bus, meet in the hotel lobby at 12:30 pm.
http://www.stickleymuseum.org/aboutcf.htm

Gustav Stickley designed and built Craftsman Farms as a model of the "Arts and Crafts" style of home building and furnishing, and on this tour you will be able to walk through Stickley's log house, fully restored to its original appearance. In addition to the log house, Craftsman Farms consists of 26 acres and features numerous support buildings including craft workshops, stables, a dairy barn, chicken coop, other farm buildings, and three cottage dwellings.

The Stickley House has limited accessibility.

T3 Ford Mansion/Washington's Headquarters, Jockey Hollow, and Tempe Wick House
Time: 12:30 pm – 4:00 pm
Fee: $20.00
Registration maximum: 12
Getting there: By bus, meet in the hotel lobby at 12:30 pm.
http://www.nps.gov/morr
http://www.rt23.com/american_revolution/wick_house.shtml

Visit the Morristown National Historical Park, which encompasses the area occupied by the Continental Army during the Revolutionary War for the winters of 1777 and 1779–1780. George Washington selected this site for its strategic location and proximity to New York City and made his headquarters at the Georgian-style Ford Mansion during the winter of 1779–1780. The tour also includes the Jockey Hollow encampment, which features replica soldiers' huts, and the circa 1747 Tempe Wick house, headquarters of Major Joseph Bloomfield and General Arthur St. Clair. Along with adjacent farms, the Wick farm served as home to 13,000 soldiers during the winter of 1779–1780.

Washington's Headquarters at the Ford Mansion is open with limited accessibility and facilities during the Headquarters Museum rehabilitation and expansion project. The Jockey Hollow Visitors Center is handicap accessible. The Wick House has limited accessibility.

T4 Morris Museum
6 Normandy Heights Road, Morristown, NJ
Time: 2:30 pm – 6:00 pm
Fee: $20.00
Registration minimum: 20
Getting there: By bus, meet in the hotel lobby at 2:30 pm.
http://www.morrismuseum.org

The Morris Museum is located at "Twin Oaks," the Gregorian-style mansion that was the family estate of Peter H. B. Frelinghuysen. The museum's exhibition collections include costumes and textiles, fine art, decorative art, dolls, toys, and one of the best geology and paleontology collections in New Jersey. For over 90 years, the Morris Museum has been a vibrant educational resource dedicated to public service and offering a wide range of award-winning programs, exhibitions, and performances devoted to art, science, history, and theatre. The Morris Museum tour

offers an opportunity to see the impressive Guinness Collection, which includes 700 historic mechanical musical instruments and mechanical figures. This extraordinary collection is one of the most significant of its kind in the world, reflecting innovative technology, beautiful artisanship, and dynamic sound.

Handicap accessible.

SATURDAY, OCTOBER 28

T5 The Frelinghuysen Arboretum
53 East Hanover Avenue, Morristown, NJ
Time: 10:30 am – 2:00 pm
Fee: $20.00
Registration maximum: 20
Getting there: By bus, meet in the hotel lobby at 10:30 am.
http://www.parks.morris.nj.us/parks/frelarb-main.htm

The beautiful 127-acre Frelinghuysen Arboretum offers visitors a serene place to relax and take a leisurely stroll or to learn more about plants well suited to the soils and climate of Morris County. Magnificent woodlands, meadows, gardens, and a distinctive collection of trees and shrubs surround the Colonial Revival mansion, once the summer home of George G. and Sara (Ballantine) Frelinghuysen. Placed on the National Register of Historic Places in 1977, the Frelinghuysen Arboretum is also the headquarters of the Morris County Parks Commission. For book lovers, the arboretum contains a library with an extensive collection of historically significant volumes devoted to a wide range of horticultural themes.

Handicap accessible.

T6 Museum of Early Trades and Crafts
9 Main Street, Madison, NJ
Time: 12:30 pm – 4:00 pm
Fee: $15.00
Registration maximum: 20
Getting there: By bus, meet in the hotel lobby at 12:30 pm.
http://www.rosenet.org/metc/

The Museum of Early Trades and Crafts is dedicated to preserving and promoting the history and tools of common working people and is located in the historic James Library building, a fine example of Richardsonian Romanesque Revival architecture. Permanent exhibitions focus on nineteenth century farming life and also showcase the tools used during the "typical" working lives of a distiller, shoemaker, cooper, and cabinetmaker. Finally, a special installation documents the history of blacksmithing. After the tour, you will be able to stroll around downtown Madison, where you can find both fine and casual dining, shopping, and an old-fashioned movie theater.

Handicap accessible.

ON YOUR OWN ACTIVITIES

Maps and details will be provided at the MARAC registration desk.

Thomas Nast's Morristown
Villa Fontana, Independent Hose Company, Henry C. Pitney's House, Macculloch Hall

Little Dublin
Maple to James to Green to Macculloch to Perry, Assumption Church, site of "The Beehive" tenement, Doyle's Funeral Home

Fosterfields Living History Farm/The Willows
73 Kahdena Road, Morristown, NJ 07960
(973) 326-7645
http://www.morrisparks.net/parks/ffmain.htm
Wednesday – Saturday 10am – 5pm,
Sunday 12 – 5pm.
Adults $5.00, Seniors $4.00, Children 4–16 $3.00. Children under 3 are free.

This 200-acre farm, listed on the National Register of Historic Places, has been cultivated since the eighteenth century and today presents educational activities and demonstrations of turn-of-the-century through 1920s farming methods and life. Charles Foster purchased the farm in 1881 after the death of Gen. Joseph Revere, grandson of American patriot Paul Revere. Revere had built one of two dwellings on the property, the Gothic Revival mansion The Willows, in 1854. Today visitors can observe or join in as staff in period attire interpret the lives and roles of Foster family members, domestic servants, and farm laborers. Staff follow Charles Foster's schedule of farm activities and perform a daily regimen of farming and domestic chores and raise livestock and crops by historical methods. Catch the daily 4 pm milking of Jersey cows!

Fosterfields is located one mile west of the Morristown Green.

WORKSHOPS

THURSDAY, OCTOBER 26

W1 Everyone Is Encoding but Me! Encoded Archival Description and Archival Descriptive Standard

Full Day Workshop 9:00 am – 4:30 pm
Registration limited to 25 participants.
Cost: $60

Instructor: Thomas J. Frusciano, *Rutgers University*

This workshop will concentrate on the role of standards in describing archives. The instructor will present an approach that ensures that descriptive products serve current needs and continue to be useful into the future. The main focus will be on how and why archivists use Encoded Archival Description (EAD) for the purpose of creating and exchanging finding aids to historical records. The workshop will address archival standards, including Describing Archives: A Content Standard (DACS), and technical requirements and tools for implementing EAD as a component of archival description.

W2 Visual and Sound Materials: Acquisition, Preservation, and Access

Full-Day Workshop 9:00 am – 4:30 pm
Registration limited to 25 participants.
Cost: $60

Instructors: Thomas Connors and Chuck Howell, *Broadcasting Archives, University of Maryland*

Archivists and special collections curators are increasingly faced with acquiring collections with a significant audiovisual component. Deciding whether to accession such collections can be a daunting task: What exactly are the formats being offered? What are the preservation options? What playback equipment is required for access? What are the problems and pitfalls of digital transfer? This workshop offers a systematic analysis of audiovisual materials in terms of physical and mechanical features, acquisition and appraisal issues, and preservation and access considerations. A wide range of recorded sound and moving image formats will be examined. Participants will come away from this workshop able to make informed decisions on what audiovisual materials to acquire and, once acquired, how to manage those materials over time.

W3 From Daguerreotype to Digital: Managing Your Photograph Collections

Half-Day Workshop 1:00 pm – 4:30 pm
Registration limited to 25 participants.
Cost: $40

Instructor: Erika Gorder, *Rutgers University*

This half-day introductory workshop combines professional theory with a variety of real-world practical examples to help archivists develop photographic management programs suitable for archival collections of any size. With a focus on preservation and access, the topics covered include an overview of photographic materials and processes; environment and storage; handling and housing; organization, arrangement and description; reproduction and reformatting; collection maintenance; and exhibitions and special projects. Particular consideration will be given to the topics of digitization for access, organization of digital images, and rights management. Workshop participants will gain a flexible working knowledge of photographs and their management that then can be applied to fit the specific needs of individual repositories.

SAA Workshop: Building Digital Collections

Full-Day Workshop 9:00 am – 4:30 pm
Registration limited to 40 participants; register directly with SAA
SAA members: $145 early; after 9/26 $195
Non-members: $215 early; after 9/26 $265

Presenters: Greg Colati, *University of Denver;* and Jessica Branco, *National Museum of American History*

Are you responsible for planning and implementing digitization projects at the beginning and intermediate level? Before you begin, it is important to understand the concepts and strategies that are essential to successful implementation of your collection development or access project. Rather than a technical how-to, this seminar provides an overview of basic decisions you must make before you start and while you are developing digital collections and a digital collection repository program. You'll discuss "Why digitize? What to digitize? How to digitize? Who should do the digitizing? and What next?" Case studies, real-world examples, and citations to published resources are presented in a format that allows time for questions, interaction, and discussion.

Note: This is a Society of American Archivists Workshop. You must register directly with the SAA online http://www.archivists.org/prof-education/workshop-detail.asp?id=1921 and enter "MARAC" into the promotional space in the online registration form. For questions or a hard copy of the registration form, please contact the SAA at education@archivists.org or 312-922-0140.

SESSIONS

FRIDAY, OCTOBER 27

10:30 am – 12:00 pm

S1 Film Collections: Preserving and Providing Access to a Unique Historical Record

Film collections provide unique opportunities for research and teaching. Most events and creativity documented in various film formats are meant to be experienced aurally and visually. Research collections provide an ideal context for accessing this unique historical record. This session will explore the different considerations for preserving, interpreting, and providing access to film collections.

Chair:
Chuck Howell, *University of Maryland*

Speakers:
Vincent J. Novara, *University of Maryland*
Criss Kovac, *National Archives and Records Administration*
Michael Pahn, *National Museum of the American Indian, Smithsonian Institution*

S2 Underwater Archeology and the Use of Archival Material

Primary documents can play a vital role in the identification, location, and preservation of shipwrecks. Come hear underwater archeologists from different sectors discuss the importance of archival documents in their work. Presenters will describe the documentation of the submarine *USS Lagarto* near Thailand by the U.S. Navy, Maryland's documentation of submerged cultural resources, and the search for John Paul Jones' *Bonhomme Richard.*

Chair:
Ed Furgol, *U.S. Navy Museum*

Speakers:
Wendy Cobel, *Naval Historical Center*
Susan B. M. Langley, *Maryland Historical Trust*
Peter Reaveley, *Ocean Technology Foundation*

S3 Desperately Seeking Solutions

For years, the archival profession has talked about the issues surrounding electronic records. What progress has been made? Our speakers will share information about the state of electronic records programs in academia, the private sector, and in state and federal government.

Chair:
Nancy J. Melley, *National Archives and Records Administration*

Speakers:
Marcia Frank Peri, *University of Maryland, Baltimore County*
Lisl Zach, *Lousiana State University*
Mark J. Myers, *Kentucky Department for Libraries and Archives*
Mark Conrad, *National Archives and Records Administration*

S4 Politicking for Archivists

In the course of their work, archivists are often called upon to deal with a variety of individuals, such as donors, institutional administrators, researchers, and granting agency representatives. Interaction with each unique individual requires finesse, poise, professionalism, and often extreme patience. How does one balance all of these attributes and still manage to get the point across? The presenters on this panel will share their perspectives as political animals in the realms of federal institutions, academic archives, not-for-profit organizations, and independent contracting.

Chair:
Alison Oswald, *National Museum of American History, Smithsonian Institution*

Speakers:
Christie Moffatt, *National Library of Medicine*
Jim Gerencser, *Dickinson College*
Lisa Mangiafico, *Soroptomist International of the Americas*
Valerie A. Metzler, *Valerie Metzler Archivist/Historian*

S5 Local Government Records Grant Programs

In New Jersey, New York, and Delaware, document filing fees collected by county clerks for filing land records and other documents have supported grants to local governments for archives and records management activities. These programs have transformed the management and preservation of local government records. Each speaker will present the history, development, and administration of the local government program in their state and the impact it has had on archives and records management activities in their local governments.

Chair:
Joanne Seitter, *New Jersey Division of Archives and Records Management*

Speakers:
Sean A. Curry, *New Jersey Division of Archives and Records Management*
Geoffrey A. Huth, *New York State Archives*
James R. Frazier, *Delaware State Archives*

2:00 pm – 3:30 pm

S6 Lemon Juice and Hairdryers? The Impact of *National Treasure* on Archives, Freemasons, and Historic Sites

What would you do if your repository was featured in a blockbuster film? Representatives of key organizations portrayed in *National Treasure* will discuss the film's impact on their respective institutions, including what happened "behind the scenes" during production, how the film affected visitation to and public perceptions of their institutions, and the real national treasures within archives. Panelists will also discuss the film's portrayal of the archival profession.

Chair:
Karl J. Niederer, *New Jersey Division of Archives and Records Management*

Speakers:
Marvin Pinkert, *Center for the National Archives Experience*
Mark A. Tabbert, *George Washington Masonic National Memorial*
Gwynedd Cannan, *Trinity Church Archives*

S7 Can I Find This Online? Creating Access to Our Shared Heritage

Collaborative digitization projects provide a vehicle for institutions of all sizes to make their holdings accessible to a wider audience. Sites such as the New Jersey Digital Highway and American Memory grant patrons unprecedented access to the rare and fragile items that comprise our shared heritage. Panelists will discuss the concept of creating a shared portal through which patrons have access to a multitude of collections. Topics will include securing content partners and copyright issues, workflow management and metadata standards; and digital preservation and multidisciplinary collections.

Chair:
Lynn Goodsell, *National Archives and Records Administration*

Speaker:
Linda Langschied, *Scholarly Communication Center, Rutgers University*
Barry Wheeler, *Office of Strategic Initiatives, The Library of Congress*
Ron Jantz, *Scholarly Communication Center, Rutgers University*

S8 "More Product, Less Process" in the Real World

There has been a proliferation of recent discussions on solutions to archival backlogs, most notably Greene and Meissner's *American Archivist* article "More Product, Less Process: Pragmatically Revamping Traditional Processing Approaches to Deal with Late 20th-Century Collections." Three archivists will discuss their real world experiences in processing large backlogs and consider if and when "high level" processing works.

Chair:
Leslie Hunt, *Historical Society of Pennsylvania*

Speakers:
Christine Di Bella, *Historical Society of Pennsylvania*
Lynn Catanese, *Hagley Museum and Library*
Joan Lowe, *ACE INA*

S9 The History and Care of the Panoramic Image

Panoramic images offer a unique view of our cultural heritage. Presenters will highlight the history of panoramic images using items from their respective holdings and give tips on their handling and care.

Chair:
Teddy Abebe, *Moorland-Spingarn Research Center, Howard University*

Speakers:
Ted Stanley, *Princeton University*
Carol Johnson, *Library of Congress*
Richard Schneider, *National Archives and Records Administration*

S10 Theft and Security in Archives, Museums, and Special Collections

Archives, museums, and libraries have all recently experienced thefts of their holdings and, as a result, have increased security and become more aggressive in investigating and prosecuting these crimes. The panelists will describe cases involving a theft by a researcher from the National Archives, an insider theft from the National Air and Space Museum, and both an employee theft and theft by a patron at Yale University.

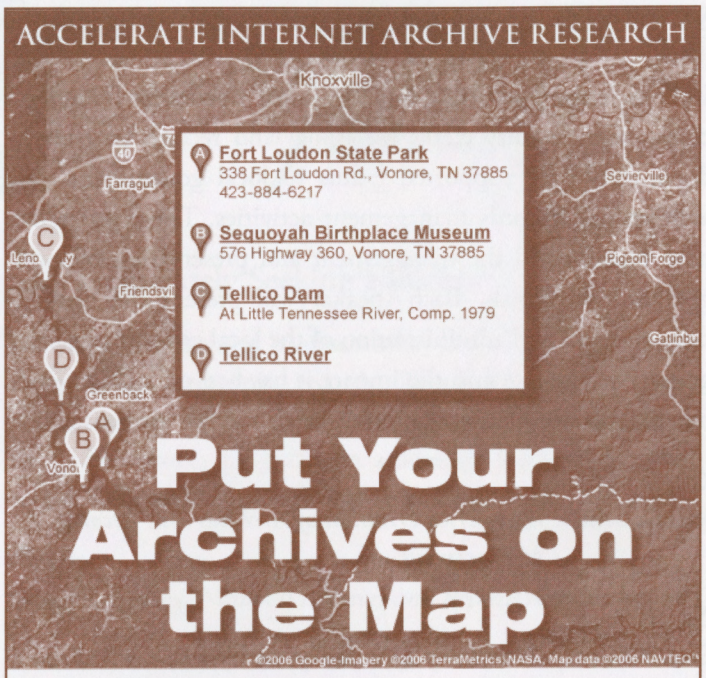
Chair:
Arian D. Ravanbakhsh, *National Archives and Records Administration*

Speakers:
Michael Musick, *National Archives and Records Administration (retired)*
F. Robert van der Linden, *National Air and Space Museum, Smithsonian Institution*
Ellen R. Cordes, *Yale University*

3:45 pm – 5:15 pm

S11 Saving America's Treasures... One Document at a Time

In 2004 and 2005, the New Jersey and Pennsylvania State Archives each received unprecedented grant awards from the National Parks Service's and the National Endowment for the Humanities' Save America's Treasures program. These grants are now funding the conservation of major collections



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of Revolutionary War records in New Jersey and Civil War records in Pennsylvania. Project managers from both institutions will discuss the scope of their projects and staff from the Conservation Center for Art and Historic Artifacts, the contractor for both projects, will provide the conservator's perspective.

Chair:
Barbara Paulson, *National Endowment for the Humanities (retired)*

Speakers:
Ellen R. Callahan, *New Jersey State Archives*
Linda A. Ries, *Pennsylvania State Archives*
Rolf Kat, *Conservation Center for Art and Historic Artifacts*
Lee Price, *Conservation Center for Art and Historic Artifacts*

S12 It Isn't There Anymore: Using Archives to Document the Physical Environment

This session will look at the use of archives to document or recreate historical spaces—buildings, city streets, and battlefields—that have been removed or drastically changed. Speakers will discuss the various types of documents used in their research, and how they have mined repositories for records to interpret their sites better. The presentations will feature Washington's Executive Mansion in Philadelphia; the Peyton Randolph and St. George Tucker excavation sites in Colonial Williamsburg; and Monmouth Battlefield in New Jersey.

Chair:
Richard McKinstry, *Winterthur Museum, Garden, and Library*

Speakers:
Edward Lawler, *Independence Hall Association*
Meredith Poole, *Colonial Williamsburg Foundation*
Gary Stone, *Monmouth Battlefield State Park*

S13 Documenting Mission: Collecting and Using Missionary Papers and Records

Historians identify, access, and use the missionary papers and records that are collected, described, and preserved by archivists. This session features speakers representing both disciplines to explore what is working well and not so well given the current scholarly and archival environment and how this interdependent relationship may evolve in the future. Speakers will draw on examples from their own work on twentieth-century Egypt and China, early nineteenth-century Native Americans in New York state, and missionary sources created by Presbyterians, Pentecostals, and Quakers.

Chair/Commentator:
Margery N. Sly, *Presbyterian Historical Society*

Speakers:
Beth Baron, *City University of New York*
Kathleen L. Lodwick, *Penn State Lehigh Valley*
Christopher Densmore, *Friends Historical Library of Swarthmore College*

S14 Preservation and Access for Sound Recordings

Sound recordings are important resources that often provide valuable information not available in any other form, but they also present a number of challenges. The panelists will discuss their approaches to preserving and providing access to the recordings in their collections, including reel-to-reel, cassette, and digital recordings. This session will address issues such as deciding on the appropriate time to undertake a reformatting project, whether to conduct the project in-house or work with a vendor, what resources are needed, and digitization and metadata standards.

Chair:
Karen Fishman, *Library of Congress*

Speakers:
Jennifer M. Cole, *Princeton University*
Dave Nolan, *92nd Street Y*
Donald Mennerich, *The New York Public Library*

WHEN YOU PACK YOUR BAGS, DON'T FORGET TO INCLUDE A COPY OF THIS PROGRAM!

S15 Expecting the Unexpected: Hysterical, Weird, and Strangely Important Items Found in, and Requests of, Our Archival Collections

"Why is this here?" "You think you are who?" "Oh my, I didn't need to know that." "Please hang up and call the local authorities." Join the discussion of the surprising, the odd, and the bizarre! Working at the reference desk, accessing material, and processing our collections can bring out some intriguing items and patrons. Panelists will detail some of their experiences and explain why their institutions house what they do and thereby get asked some most entertaining questions.

Chair:
Joan Echtenkamp Klein, *University of Virginia Health System*

Speakers:
Melissa A. N. Keiser, *National Air and Space Museum, Smithsonian Institution*
Anne Turkos, *University of Maryland*
Donna Wells, *Moorland-Spingarn Research Center, Howard University*
Connie Potter, *National Archives and Records Administration*

SATURDAY, OCTOBER 28

9:45 am – 11:15 am

S16 Washingtonian Frederick Douglass: Life in the Federal City

Explore the life of Frederick Douglass! This session will highlight archival records at different repositories providing information about Douglass as a father, husband, statesman, educator, employee, and employer during his nearly 30 years of residence in Washington, D.C.

Chair:
Joellen ElBashir, *Moorland-Spingarn Research Center, Howard University*

Speakers:
Donna Wells, *Moorland-Spingarn Research Center, Howard University*
Eola Dance, *National Park Service*
Charles Brewer, *Independent Scholar*

S17 Archives Week: History, Successes, and Challenges

Established by the New England Archivists (NEA) in 1986, Archives Week is an important outreach and publicity tool for our repositories and profession. Since then, NEA has tied Archives Week to the very successful "Archives on the Road" program, offering people a chance to identify and learn how to care for their archival treasures. In 1988, the Archivists Round Table of Metropolitan New York greatly expanded the program and began to sponsor Archives Week annually. MARAC first held Archives Week in 1995, and since 2003, has sponsored Archives Week the week of Columbus Day, to associate it with a historical holiday. The panelists will discuss the history and evolution of Archives Week and what it takes to develop a successful program.

Chair:
Susan McElrath, *American University*

Speakers:
Susan von Salis, *Harvard University Art Museums*
Joseph Komljenovich, *Federal Reserve Bank of New York*
Dorothy Dougherty, *National Archives and Records Administration*

S18 History and Preservation of Photography

View the past through the window of photography. This panel will discuss various aspects of the history of photography and issues in the preservation of photographs and other photographic media, focusing on nineteenth-century photography in Morris County, lantern slides, and digital preservation of photographs

Chair:
Don Cornelius, *New Jersey Division of Archives and Records Management*

Speakers:
Gary Saretzky, *Monmouth County Archives*
Elizabeth Shepard, *Medical Center Archives of New York—Presbyterian/Weill Cornell*
Nicholas Saretzky, *Crisp Creative, LLP*

S19 The Not-So-Little Engine That Could: Online Access to Archival Databases

How does one provide online database access to archival and genealogical information? Alain Allard will discuss the new face of http://www.familysearch.org and the Family History Library's colossal project to provide online images from its vast collection of genealogical microfilm. Peg Zitko of the Ellis Island Foundation will discuss how Internet access to NARA's ship passenger records was accomplished, resulting in billions of website hits on the foundation's site since their immigration database was posted.

Chair:
Daniel W. Noonan, *New Jersey Division of Archives and Records Management*

Speakers:
Alain L. Allard, *Genealogical Society of Utah*
Peg Zitko, *The Statue of Liberty-Ellis Island Foundation, Inc.*

11:30 am – 1:00 pm

S20 Providing Online Access to Digital Images: Selecting and Designing Appropriate Tools and Methods

Digitizing images and presenting them online is a proven way of increasing access to and generating excitement about photographic and other collections. There are many options for managing online collections, but selecting the right software, methods, and workflow for your situation can be daunting. Our speakers will present case studies and discuss the systems, tools, and procedures they used, their reasons behind choosing them, and the lessons they learned along the way.

Chair:
Margaret Graham, *Drexel University College of Medicine*

Speakers:
Heather Shannon, *Princeton University*
Ed Galloway, *University of Pittsburgh*
Claire McGuire, *Drexel University College of Medicine*

S21 Lessons from Past Exhibitions: From the Arduous to the Flawless

Good theory and best practices do not always prepare us for unexpected crises that invariably occur in the course of creating an exhibition. Mounting a successful exhibit requires many elements, including solid research and interpretation, dedicated staff, funding, the cooperation of external institutions, reliable vendors, and good timing. Panelists will discuss how they approached exhibitions that experienced difficulties, ranging from the mundane to the potentially disastrous. This session will address the preparation process and offer recommendations on avoiding common mistakes.

Chair:
Marisa Bourgoin, *Corcoran Gallery of Art*

Speakers:
Batja Bell, *The Newark Museum*
Beth Bensman, *Presbyterian Historical Society*
Lois Redman-Simmons, *Rutgers University*

S22 The Evolution of Archival Descriptive Standards

The archival profession is not without its descriptive standards (MARC, AACR2, APPM, DACS), but as the profession evolves, so too do these standards. How have recent developments in technology affected the manner in which we describe our materials? This session will examine the evolution of descriptive and technological standards and their implementation in order to provide a framework for future challenges and opportunities the profession will face.

Chair:
Rachel Ban, *History Associates Incorporated*

Speakers:
Katherine Wisser, *Duke University*
Mary Lacy, *Library of Congress*
Susan Hamburger, *The Pennsylvania State University*

S23 Don't Take It For Granted: The Reviewer's Perspective

At some point in their careers, most archivists are faced with the challenges of applying for grant funds or reviewing the applications of other institutions. Representatives from New Jersey, Pennsylvania, and New York will discuss their experiences as grant reviewers, recounting what has impressed them, what has unnerved them, and how they approached the daunting task of evaluating proposals. This session will be of interest to potential applicants and reviewers alike.

Chair:
David W. Shoff, *Pennsylvania State Archives*

Speakers:
Daniel J. Linke, *Princeton University*
Laurie A. Rofini, *Chester County Archives and Records Services*
Peter J. Scheibner, *Rockland County Archives*

Transportation and Parking

For additional information, please refer to:
http://www.starwoodmeeting.com/StarGroupsWeb/res?id=0605080019&key=7891A

BY CAR

From the North

- Take I-287 south to Exit 37, Route 24 east.
- Follow Route 24 east to Exit 2A , the Columbia Turnpike.
- Come off the ramp, and proceed past 5 traffic lights.
- The hotel is straight ahead on the left.

From the East

- Take I-80 west to I-287 south.
- Take I-287 south to Exit 37, Route 24 east.
- Follow Route 24 east to Exit 2A, the Columbia Turnpike.
- Come off the ramp, and proceed past 5 traffic lights.
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From the South

- Take I-287 north to Exit 36A, Morris Avenue.
- Stay in the right lane and watch for the "Lindsay Avenue/ U-Turn" sign, where the road will bear to the right.
- Immediately after bearing right take the first left onto Lindsay Drive.
- The hotel is straight ahead on the left.

From the West

- Take I-78 east to I-287 north.
- Follow I-287 north to Exit 36A, Morris Avenue.
- Stay in the right lane and watch for the "Lindsay Avenue/ U-Turn" sign, where the road will bear to the right.
- Immediately after bearing right, take the first left onto Lindsay Drive.
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PARKING

Overnight parking at the hotel is available at no charge.

BY AIR

Newark International Airport is the nearest airport.
Taxis are estimated at $45 for a one way trip.

BY TRAIN

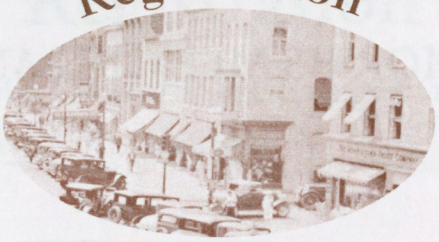
Amtrak serves New York Penn Station.
From there, you can take the New Jersey Transit Morris & Essex-Morristown Line to Morristown. The New Jersey Transit website is http://www.njtransit.com.
The hotel operates a free shuttle service to and from the train station.
Call the hotel for details.

BY BUS

Take a bus to the Port Authority (42nd Street and Eighth Avenue) in New York City.
Walk down Eighth Avenue to New York Penn Station (34th Street and Eighth Avenue), or take the A, C, or E Downtown subway to 34th Street.
From Penn Station, you can take the New Jersey Transit Morris & Essex-Morristown Line as directed above.

MAP

Hotel Registration



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No advance deposit is necessary, but a credit card is needed to hold your room. The Westin Governor Morris accepts major credit cards.

Rates are available from October 25, 2006, through Sunday, October 29, 2006. When making a reservation identify yourself as with the "MARAC Fall Meeting." The cut-off date for reservations is October 4, 2006.

Free parking is available at the hotel.

Morristown Library Children's Room1923

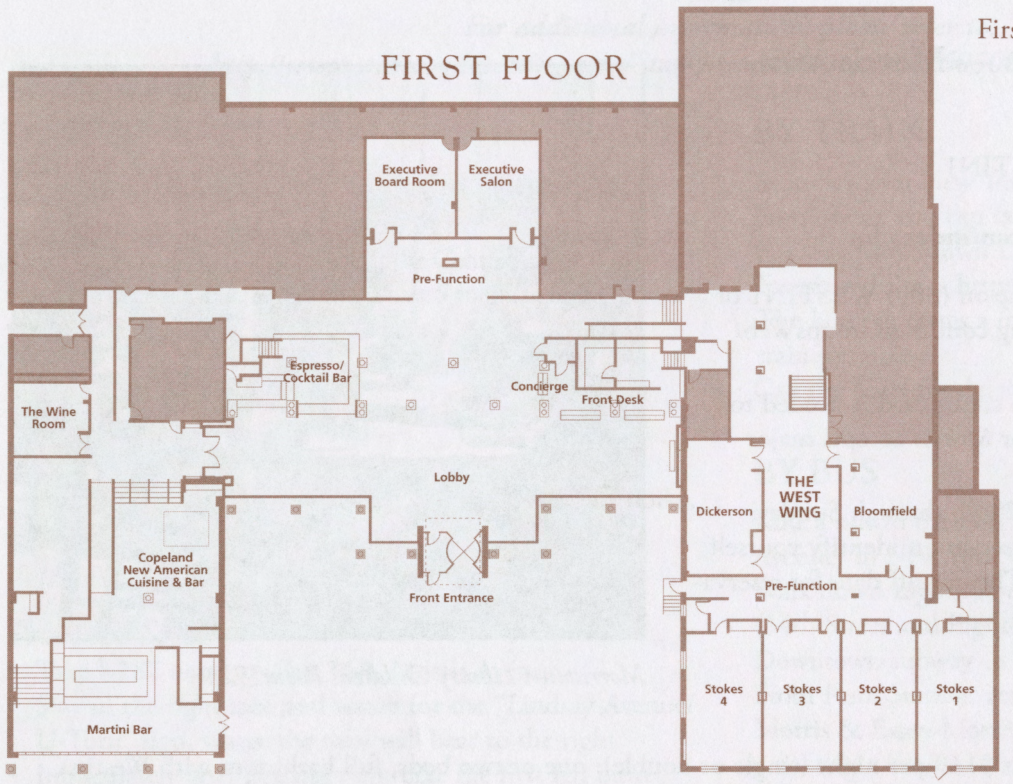
Room Rates

Traditional King non-smoking room is $149 per night (single or double): one or two beds, full bathroom with Westin's dual shower head, custom-designed to bathe you in warmth, wireless high speed Internet access in all rooms, ergonomically sensitive work desk and chairs, coffee maker and Starbucks coffee, 24-hour room service, handicap accessible rooms, and in-room safes.

Morristown Library 1929

WESTIN GOVERNOR MORRIS MEETING AND BANQUET ROOMS

All meeting and banquet rooms at the Westin Governor Morris are on either the first or second floor.



First Floor: Dickerson
Bloomfield
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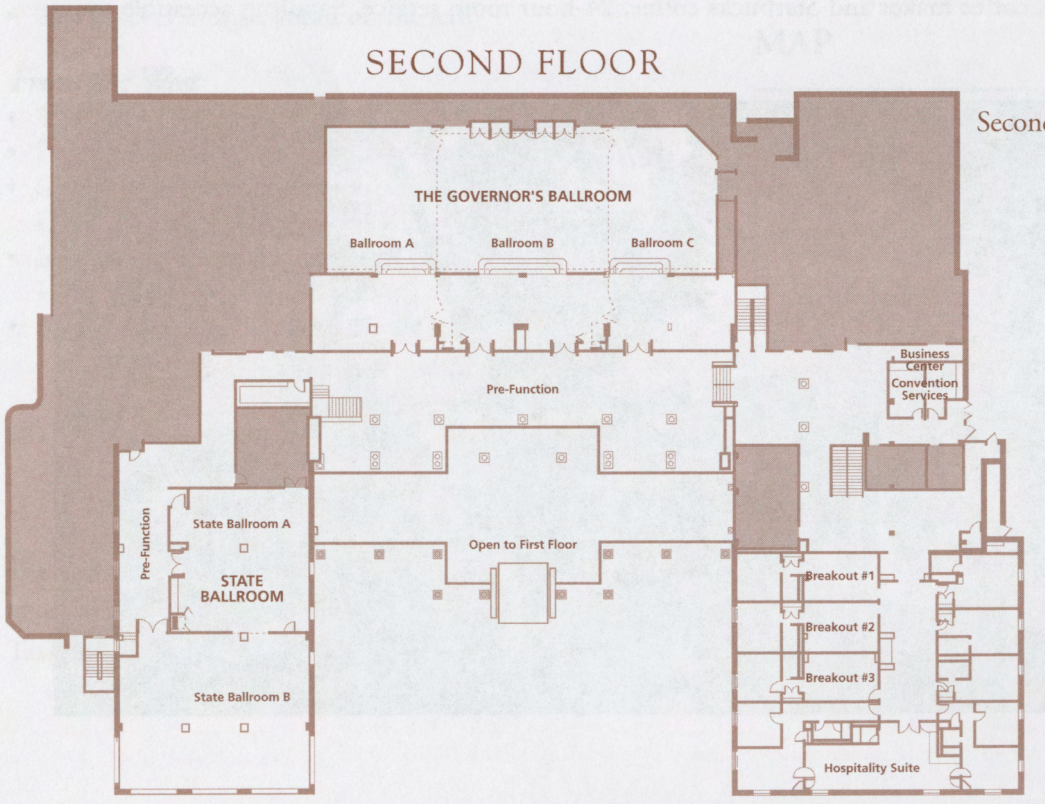
Stokes 2
Stokes 3
Stokes 4



Second Floor: Governors Ballroom
Ballroom Pre-function (registration)
State Ballroom (Vendors)

Registration

Fall 2006 Meeting of the Mid-Atlantic Regional Archives Conference
Westin Governor Morris, Morristown, NJ — October 26–28, 2006

Name (to appear on badge): _____

Institution: _____

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City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____ Email: _____

MARAC Member? ❒ Yes ❒ No New Member? ❒ Yes ❒ No

Please list any special assistance required _____

Contact Dale Patterson at 973-408-3195 or dpatterson@gcah.org if you will need child care, or have any questions about this meeting.

REGISTRATION

Postmarked before September 27:	❒ MARAC member	$65.00	❒ Non-member	$100.00*
Postmarked September 28 – October 11:	❒ MARAC member	$75.00	❒ Non-member	$110.00*
After October 12 (Register On-site):	❒ MARAC member	$85.00	❒ Non-member	$120.00*

** The non-member fee entitles you to membership in MARAC through September 30, 2007.*
If you do not wish to join MARAC at this time, please check this box: ❒

Student rate (must include copy of valid ID):	❒ STUDENT	$35.00		
Workshop (Thursday) Only: *If attending workshops only*	❒ MARAC member	$5.00	❒ Non-member	$10.00

WORKSHOPS *(Registrants will be notified by Sarah Nerney, MARAC Education Committee)*

❒ W1 Thursday *(full day)*	Encoded Archival Description	#_____	@ $60.00/person	$_____
❒ W2 Thursday *(full day)*	Visual and Sound Materials	#_____	@ $60.00/person	$_____
❒ W3 Thursday *(half day)*	Managing Photograph Collections	#_____	@ $40.00/person	$_____

TOURS *(Please check the box for each tour you plan to attend.)*

❒ T1 Thursday	Historic Morristown	#_____	@ $10.00/person	$_____
❒ T2 Thursday	Craftsman Farms	#_____	@ $20.00/person	$_____
❒ T3 Thursday	Ford Mansion/Washington's Headquarters	#_____	@ $20.00/person	$_____
❒ T4 Thursday	Morris Museum	#_____	@ $20.00/person	$_____
❒ T5 Saturday	Frelinghuysen Arboretum	#_____	@ $20.00/person	$_____
❒ T6 Saturday	Early Trades and Crafts	#_____	@ $15.00/person	$_____

Please help us plan meeting arrangements by checking the activities you plan to attend:

❒ Friday	**State Caucus Meeting and Continental Breakfast**			FREE
❒ Friday	**Luncheon– check ONE entree choice below:**			
	❒ Stuffed Cornish Hen	#_____	@ $25.00/person	$_____
	❒ Pasta Alfredo (vegetarian)	#_____	@ $25.00/person	$_____
❒ Friday	Reception—**Public Library of Morristown/Morris Township**			FREE
	❒ Guest Ticket	#_____	@ $15.00/person	$_____
❒ Saturday	**Morning Breakfast before Business Meeting**	#_____	@ $15.00/person	$_____

Please circle the Program Sessions you plan to attend:

S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 S11 S12 S13 S14 S15 S16 S7 S18 S19 S20 S21 S22 S23

Total ..... $_____

PAYMENT INFORMATION

Make check payable to MARAC, and mail with this form to MARAC, 8233 Old Courthouse Road, Suite 200, Vienna, VA 22182. Please note: MARAC cannot take purchase orders or credit card charges. No refunds for cancellations will be made after October 11, 2006.

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